

Rev. 6/26/03

DIVISION OF ADMINISTRATION
FINANCE AND SUPPORT SERVICES
EMPLOYEE ADMINISTRATION
ON-LINE TIME ENTRY SYSTEM

PROCEDURE NAME:

On-line Time Entry Documentation and File Maintenance
Requirements

PURPOSE AND DESCRIPTION:

This procedure outlines the minimum agency requirements for documentation to be maintained by the time administrator and the manner in which the documentation files should be kept. The minimum documentation required by the agency does not prohibit the user from maintaining any additional documentation they feel is necessary.

RESPONSIBILITY:ACTION:

Section Head/Time Administrator

1. Determine format to be used for daily attendance sheet. The attendance sheet must have the following fields:

- a. Employee name
- b. Daily hours worked
- c. Daily hours leave taken and type leave taken
- d. K-leave earned
- e. Area for the employee to initial indicating they have verified their time
- f. Supervisor approval area

Time Administrator

2. After the data for the pay period has been entered and accepted into the system, the following information is to be kept as the minimum backup required by this agency:

- a. Daily attendance sheets initialed by the employee and approved by their supervisor
- b. Leave slips signed by the employee and approved by their supervisor (see NOTE: a. below)
- c. Copies of overtime/compensatory approval forms
- d. Prior Period adjustment forms
- e. Validated Time Entry Audit Report (ZT02)

NOTE: a.) Leave slips for any leave other than annual, sick or compensatory leave require specific documentation (backup). Please refer to DOA Personnel Policy No. 6, the Agency Policy issued by the Office of Personnel Services that outlines these requirements.

- 3. Establish a separate file for each pay period in which all documentation for that given pay period is maintained.

NOTE: b.) Maintaining documentation in this manner will allow audit review with a minimal amount of staff involvement and interruption.

- 4. Retain files established in step 3. above for three fiscal years unless the payroll records in your unit(s) are subject to federal guidelines that are more stringent than the State's three year record retention requirement.